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Purpose

The Presort Accuracy, Validation, and Evaluation (PAVE) program is a process designed in cooperation with the mailing industry to evaluate presort software and determine its accuracy in sorting address files according to *Domestic Mail Manual* (DMM) standards. PAVE is available **only** to software developers, i.e., companies that develop presort software for resale or internal use. Participation in the program is purely voluntary. Although this program evaluates and validates presort products manufactured by developers, PAVE **does not guarantee acceptance** of mail prepared using PAVE-certified software; however, PAVE does provide national approval of computer-generated facsimiles of United States Postal Service (USPS) postage statements, standardized documentation, and other presort documentation.

Overview

The USPS defines a PAVE-certified software product as a presorting product specifically written to operate on a particular platform or operating system and assigned a specific version number. Many products use different language compilers to process files within different operating systems or on different hardware platforms. Therefore, to maintain the highest quality standards, PAVE will certify a **developer's product that operates on a particular platform at the current version numbe**r. The developer may submit all platforms, or as many as are desired, for certification. PAVE will evaluate each presort product platform on its own merits and will issue a specific certification for that platform if warranted.
Note: Throughout this manual, any reference to a "presort product" implies a product written for a specific hardware/software platform at the current version number.

Example:

Developer	Presort Product	Platforms	Version
Presort R Us	FASTsort	Windows NT for PC	1.2

Types of Certification

Gold Certification

Presort products that choose to participate in both electronic *and* hardcopy documentation testing will receive Gold certification upon successful completion of all presort tests taken. Electronic testing allows tracking and verification of every mailpiece within a test file. Developers must append each test address record with the specific presort information as described in "PAVE Test File Description" (see page 23). Developers who support the electronic file format undergo closer scrutiny.

PAVE provides the following benefits for developers seeking Gold certification:

1. All Gold certified presort products will be listed before all Standard certified products in the PAVE Certified Products List (see http://ribbs.usps.gov select PAVE on the right hand side of the screen then select publications under the PAVE logo.)
2. All certificates issued to presort products will indicate Gold Certification.
3. Re-testing fees are assessed after three free electronic attempts and/or two free hardcopy attempts.

4. Review and grading of products attempting Gold certification will be expedited over products attempting Standard certification during the testing cycle.

Standard Certification

Presort products submitting only hardcopy testing documentation will receive Standard certification upon successful completion of all presort tests taken. Developers will process test files through their presort product and return hard copy results for examination in the form of the USPS Qualification Report, postage statement facsimiles, barcoded container labels, etc (see page 16). Hardcopy evaluation is labor-intensive and limited because each individual mailpiece cannot be tracked to its ultimate location within the final presort outcome. Therefore, all Standard certified presort products will be listed after the Gold certified products in the PAVE Certified Developers List. Furthermore, all products submitted for Standard certification will have tests processed after the Gold certified products during the testing cycle. Re-testing fees for Standard participants are assessed after two free hardcopy attempts.

Version Number Policy

All PAVE certifications are awarded to specific versions of presort products. To receive PAVE certification, these guidelines should be followed:

- If all submitted tests are completed without the need for any corrections or changes, the original version number of the presort product submitted will be certified.
- After grading and before certification, if corrections or changes to presort logic are required for any of the test categories, a new version number will be specified by the developer of the presort products after all corrections and modifications are successfully completed.
- Developer will provide PAVE with an estimated release date for the certified version.
- Changing a PAVE-certified product's version number requires recertification of the product at the new version number.

The components of the version number are as follows:

Field A	**Field B**	**Field C**	**Field D**
Version No.	Revision No.	PAVE Cycle	Manufacturer No.
2.01	**.03**	**F**	**.96.09**

Field A contains the software version number assigned by the developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the presort logic code. Any change to an existing software product's presort logic must be reported in writing to the PAVE Department at the National Customer Support Center (NCSC) before release. The change will be evaluated to determine whether the product requires recertification.

Field B contains the software revision number representing any non-presort logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of postage rate tables, labeling lists, or zone charts; enhancements to the user interface; updates to print drivers; or other types of revisions or updates.

Field C contains the PAVE cycle indicator assigned by the PAVE Department.

Field D contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases.

Note: If Field D is used to indicate database release dates, the USPS recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.

Reporting of Product and Version Number

For the purpose of PAVE certification, the USPS **requires** developers to indicate the product name and version number at the bottom of postage statement facsimiles and in the header portion of the USPS Qualification Report. Doing so will facilitate efficient resolution of errors or problems encountered when the presorted mail is presented for acceptance.

PAVE Phraseology and Logo

The USPS prohibits the use of the PAVE logo and any PAVE phraseology on all official USPS forms and required documentation, including postage statement facsimiles and the USPS Qualification Report.

However, PAVE-certified developers may use the PAVE logo and the phrase “PAVE-Certified” on marketing materials, packaging, advertisements and other user documentation if it corresponds to and identifies a **specific** presort category for which the product is certified. In other words, if you advertise that your product is “PAVE-Certified”, you MUST list all the presort categories that your product is certified for. If there are space constraints to the advertisement, you must state “Certified for ## presort categories see our (website, users manual, certificate etc.) for details”. When an advertisement directs a customer to Websites, user manuals, certificates etc for additional information it **MUST** plainly state each presort category certified. On web sites all references to PAVE should link to the list of presort categories that your product is certified for.

After certification is awarded, a camera-ready PAVE logo sheet will be provided for use in developing advertising, packaging, and marketing materials. It is suggested that you consult the PAVE department when designing materials where the PAVE logo and phrase will be used. Duplication or reproduction of the logo is authorized under the following conditions:

- All certified presort categories are specified as above
- The logo is not altered in any way

If the logo is reproduced or duplicated in color, you must use the following color scheme: the blue interior is Pantone 294CVC; the red interior is Pantone 485CVC; the gold color is 130CVC; and the black and white colors are process.

Licensing Certified Products

If the PAVE-certified software is licensed to or from another company, the USPS National Customer Support Center (NCSC) must be informed in writing and complete testing must be conducted successfully to obtain certification for the new product.

Multiple Products with Same Presort Engine

If you use your PAVE-certified product as the presort engine for other products within your company's product line, we recommend that you pursue certification for each individual product. However, you may choose to inform the NCSC of this product interrelationship in writing on company letterhead. Certification will be granted to all products after successful completion of testing of the original product. The NCSC reserves the right to conduct random tests on any certified product at any time.

Field Error Detection and Resolution

It is the PAVE Department's goal, to assist developers in achieving the highest quality presort product possible. The field error detection and resolution policy is used by both the PAVE department and the developer to ensure presort product quality. Regardless of cycle schedules, quality assurance remains an ongoing part of the PAVE certification program.

Occasionally, presort errors are detected and reported by USPS field personnel or mailers after a PAVE-certified product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

1. The PAVE Department starts an incident report file for the product and version number.
2. PAVE determines if the problem is a presort error or some other problem such as a user setup issue.
3. PAVE alerts the developer to the existence of the problem.
4. PAVE and the developer collaborate in determining a reasonable time frame in which to correct the problem. *If the time frame is exceeded, PAVE certification may be revoked or suspended.*
5. PAVE keeps any appropriate parties informed of the process.
6. PAVE reserves the right to request that the developer retest any applicable test files before release.
7. When the PAVE Department determines that the problem has been corrected, the developer will release a patch to all customers.

Selection Rationale

PAVE evaluates the accuracy of presort products by testing a variety of presort scenarios each certification cycle. The USPS selects different scenarios based upon, but not limited to, three key factors:

1. Presort categories most often used by different mailers (to cover the widest range of presorted mailings).
2. Presort categories in which significant errors are being detected by business mail entry units (BMEUs).
3. Presort categories that are relatively new.

Upon successful completion of the PAVE testing process, each product is awarded a certificate specifying each presort category for which PAVE certification is awarded.

PAVE Cycle F Calendar

BOG final decision + 1 week	Cycle F Begins
June 30, 2002	Certifications for Cycle E expire
90 Days from start	Out-of-cycle testing fees take effect
180 Days from start	Last Day to Participate Cycle F
December 31, 2003	Cycle F PAVE certifications expire

Out-of-Cycle and Retesting Fees

The PAVE certification program is free-of-charge to developers participating during the normal testing cycle or when a DMM-initiated PAVE cycle is conducted. However, a fee is charged for:

- any developer initiating testing in the PAVE program outside the normal test cycle
- any product that has failed electronic testing three times (Gold certification)) in any one test category
- any product that has failed hardcopy review two times (Gold or Standard certification) in any one test category

This fee is assessed as follows:

- Test File – Initial test (file generation, postage, and handing) $50.00
  Each additional test requested $10.00
- Certification – Results evaluation (presort analysis and documentation review) $200.00
  Each additional test evaluated $25.00
- Minimum fee per product $250.00

Note: PAVE certifications obtained "out-of-cycle" have the same expiration date as all "in-cycle" certifications.

Data Products Available

The NSCS has a variety of data products and services available for developers to utilize in creating a comprehensive presort product. For information regarding the availability, applicable costs, etc. of these items, contact the NCSC at 800-238-3150 and request a free copy of *The official Guide to Postal, Products, Services, and Publications.*

Products and Services include, but are not limited to:

- Carrier Route File
- City State File
- Delivery Statistics File
- Line of Travel (ELOT)
- Zone Chart
- Labeling Lists
- Zip +4

The PAVE Certification Process

The developer has the choice of testing in any or all of the available categories. Due to the complexity of programming presort software products, the USPS requests that all files (i.e., a suite) the developer intends to certify be submitted together.

All developers are required to complete and return their test files (electronic or hardcopy) within 20 days. Developers attempting Gold certification must successfully complete both the electronic AND hardcopy testing process.

Electronic files should be submitted zipped. The PAVE preferred method for returning files is via the PAVE FTP site. IF desired, files can be submitted via CD-ROM, ZIP disk, or 3.5-inch floppy. When using the FTP the developer should e-mail pncsc@email.usps.gov to inform the PAVE department that the file has been uploaded to the FTP site.

All hardcopy documentation must be submitted to the USPS via Express or Priority Mail*. To expedite the return of hardcopy documentation to the evaluators, vendors are encouraged to utilize specific neon green labels that are available at no-cost from the PAVE department. Developers utilizing their own labeling must ensure the phrase "Deliver Immediately, PAVE Tests Enclosed" is posted conspicuously on the outside of the mailing container. Return ALL test files to:

PAVE DEPARTMENT
US POSTAL SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

**Note: PAVE test file output returned by commercial carriers will not be accepted.*

Test data is provided in the form of address files. Each presort scenario has its own address file and has specific characteristics and attributes, such as mailpiece dimensions, specific entry point, sortation levels allowed, processing category, etc. Each file is processed as a specific presort job with explicit parameters. PAVE is a certification standard of excellence; therefore, we will certify and list your product's required and optional mail preparation standards for each presort category.

Note: Whether pursuing Gold or Standard certification, it is imperative that developers follow all rules and parameters stated in "General Testing Instructions" (see page 14) to achieve certification. Failure to do so will warrant an outright rejection of your test submission before any actual grading of pre-sort. Furthermore, this will count towards one of the three Gold certification or two Standard certification free evaluations given.

The following presort test categories are available for Cycle F

- First-Class Automation Mail
- First-Class Machinable Mail

- First-Class Presorted Mail
- First-Class Presorted Parcels
- First-Class Co-Trayed Flats
- Periodicals Automation Mail
- Periodicals Presorted Mail
- Periodicals Co-Sacked Flats
- Standard Mail Automation Mail
- Standard Mail Machinable Mail
- Standard Mail Presorted Mail
- Standard Mail Enhanced Carrier Route Mail
- Standard Mail Irregular Parcels
- Standard Mail Co-Sacked Flats
- Optional Presort Preparations under M920, M930, and M940

Each file is graded individually for its accuracy of presort and compliance with current DMM regulations. The evaluation includes inspection of standardized documentation, container labels, computer-generated postage statement facsimiles, and other presort documentation. If the electronic file and/or documentation presented is deemed 100 percent accurate and in compliance with current DMM regulations, certification is awarded for the specific presort category tested. If any errors preventing certification are detected, an evaluation report identifying the specific violations and their appropriate DMM references will be provided to the developer. After the proper changes and/or adjustments are made to the software, the developer is responsible for ordering a new test file. Reprocessing the original test is prohibited. In some instances, the PAVE Department may request that a product be retested in certain categories if a failure or modification affects another category.

Cycle F certifications are effective until **December 31, 2003.**

Developers whose products have completed all intended tests and have been certified for any or all presort categories receive an official PAVE certificate and will have their name, address, and presort product name and version number included in the list of PAVE-certified software. The list is published periodically in the *Postal Bulleti*n, and reprints are available through the NCSC. Weekly updates are available electronically through the USPS Web site. To access the list go to http:\\ribbs.usps.gov, select PAVE from the selection list to the left, and select publications from the list under the PAVE logo on the right.

Naming of Files

In Cycle F we will be using a two-character field in the test file name that will be the Set Identifier. The set identifier will start with H or E representing hardcopy or electronic tests respectively. A four character Test Identification Number will follow the Identifier. (ex. HB_F209 will break down to Set HB, Cycle F, Test 209). All test files will end in a .tst suffix.

To facilitate processing of the returned electronic files, developers are required to retain this same naming convention when preparing the amended files.

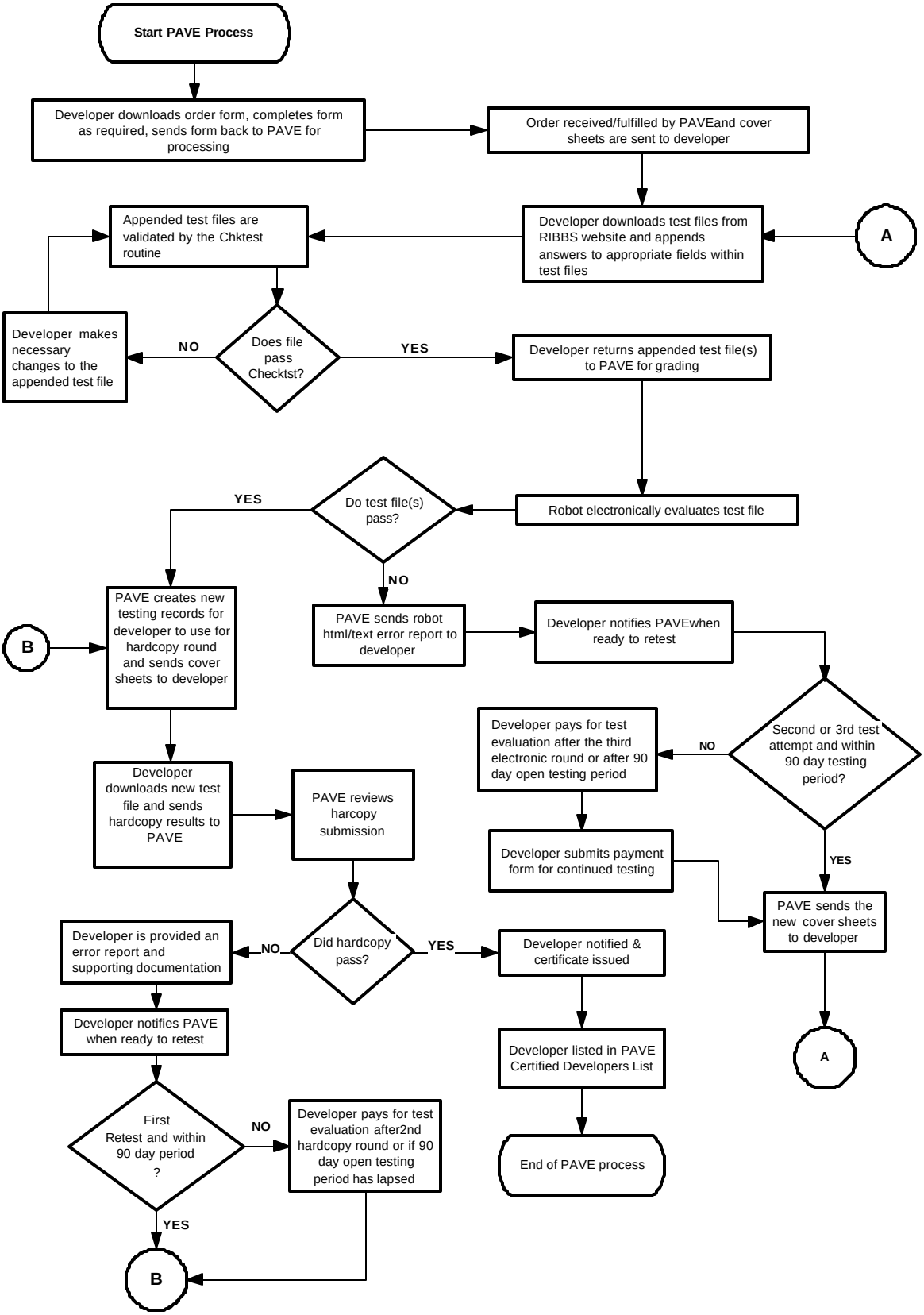
Text files that are generated as a result of electronic grading will be in this same format with a specific Mail Split Stream Indicator attached to the end of the Test File number. Examples would be: HB_F216AL.TXT and EA_F238AU.TXT.

Products Attempting Gold Certification

After processing the test, the developer returns (within 20 days) the appended electronic test file. The test file will be processed through PAVE's electronic grading program. The computerized grading program is designed to search for specific violations of presort rules and USPS regulations. If any errors are discovered, the developer is notified and asked to retest. The new test will count towards one of the three free attempts.

If no errors are detected, then the developer is notified that he or she has passed electronic grading and will be required to process and submit a complete set of hardcopy documentation from a newly assigned test series. That documentation is then reviewed and graded in the same manner as it would be for Standard certification (see "Products Attempting Standard Certification," page 11). If passed, the developer becomes Gold certified; otherwise, the developer will be asked to retest (which could also include electronic re-testing, depending upon the errors detected).

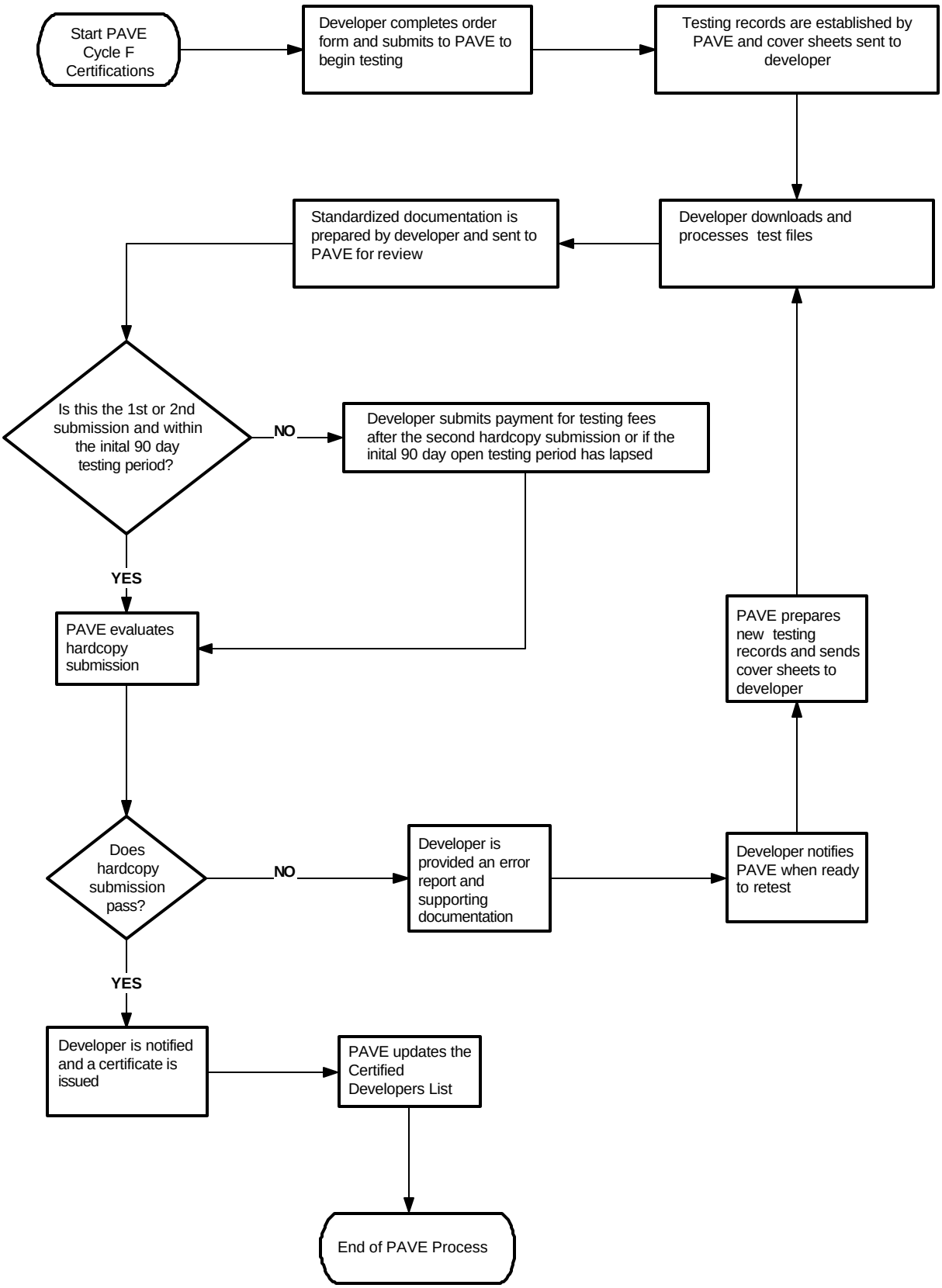
Figure 1. PAVE Gold Certification Process



Products Attempting Standard Certification

After processing the test, the developer returns (within 20 days) hard copies of all required presort documentation produced by the presort product (see “Required Hard Copy Output, page 15). PAVE will manually review the documentation to determine compliance with DMM regulations and proper formatting of reports and postage statement facsimiles. If any errors are detected, retesting is required. When the output is determined to be accurate, Standard certification is awarded (see Figure 2, PAVE Standard Certification Process, page 12).

Figure 2. PAVE Standard Certification Process



List of Presort Scenarios

For PAVE Cycle F, the USPS offers the following domestic presort categories for testing:

Table 1: Presort Scenarios

	PRESORT CATEGORY	DMM Ref.	TEST #
	PREREQUISITE TESTS (Required for Products Not Previously Certified in Cycle E)		
1.	First-Class Mail Letters or Flats	M130/M810/M820	F010
2.	First-Class Multi-Presort File for Co-trayed Flats	M910	F011
3.	First-Class Multi-Presort File for Co-trayed Flats	M910	F012
4.	First-Class Multi-Presort File for Co-trayed Flats	M910	F013
5.	Standard Mail Letters or Flats	M610/M810/M820	F020
6.	Standard Mail Flats	M610/M820	F021
7.	Standard Mail Multi-Presort File for Co-sacked Flats	M910	F023
8.	Standard Mail Multi-Presort File for Co-sacked Flats	M910	F024
9.	Standard Mail Multi-Presort File for Co-sacked Flats	M910	F025
	FIRST-CLASS MAIL TESTS		
10.	First-Class Multi-Presort File for Auto and Machinable Letters	M130/M810	F101
11.	First-Class Automation Letters	M810	F102
12.	First-Class Presorted Non-Machinable Letters	M130	F103
13.	First-Class Automation Flats	M820	F104
14.	First-Class Presorted Flats	M130	F105
15.	First-Class Presorted Parcels	M130	F106
16.	First-Class Automation Flats – 90 pc Minimum Option	M820.3	F107
17.	First-Class Multi-Presort File for Co-trayed Flats	M910	F108
	PERIODICAL TESTS		
18.	Periodicals Multi-Presort File for Letters	M210/M810	F201
19.	Periodicals Carrier Route Letters - ELOT	M220	F202
20.	Periodicals Carrier Route Letters – Walk Sequence	M220	F203
21.	Periodicals Automation Flats	M820	F204
22.	Periodicals Presorted Flats	M210	F205
23.	Periodicals Carrier Route Flats – ELOT	M220	F206
24.	Periodicals Carrier Route Flats – Walk Sequence	M220	F207
25.	Periodicals SCF Package Reallocation YYY	M045.4	F208
26.	Periodicals SCF Package Reallocation YNY	M045.4	F209
27.	Periodicals Multi – Presort File for Packages on Pallets	M045	F210
28.	Periodicals Multi – Presort File for Co-sacked Flats	M910	F211
29.	Periodicals Multi – Presort File for Co-sacked Flats	M920	F212
30.	Periodicals Merged Packages on Pallets	M920	F213
31.	Periodicals 5% Threshold Merged Packages on Pallets	M930	F214
32.	Periodicals 5% Threshold Merged Packages on Pallets	M940	F215

		DMM REF.	Test #
	STANDARD MAIL TESTS		
33.	Standard Multi-Presort File for Auto and Machinable Letters	M610/M810	F301
34.	Standard Mail Automation Letters	M810	F302
35.	Standard Mail Presorted Non-Machinable Letters	M610	F303
36.	Standard Mail Enhanced Carrier Route Letters – ELOT	M620	F304
37.	Standard Mail Enhanced Carrier Route Letters – Walk Sequence	M620	F305
38.	Standard Mail Automation Flats	M820	F306
39.	Standard Mail Presorted Flats	M610	F307
40.	Standard Mail Enhanced Carrier Route Flats – ELOT	M620	F308
41.	Standard Mail Enhanced Carrier Route Flats – Walk Sequence	M620	F309
42.	Standard Mail Enhanced Carrier Route Automation Letters	M810	F310
43.	Standard Mail Irregular Parcels	M610	F311
44	Standard Mail Irregular Parcels	M610	F312
45.	Standard Mail SCF Package Reallocation YYY	M045.4	F313
46.	Standard Mail SCF Package Reallocation YNY	M045.4	F314
47.	Standard Mail Packages on Pallets - ASF/BMC Package Reallocation	M045.5	F315
48.	Standard Mail Multi-Presort File for Packages on Pallets	M045	F316
49.	Standard Mail Multi-Presort File for Co-sacked Flats	M910	F317
50.	Standard Mail Multi-Presort File for Merged Flats	M920	F318
51.	Standard Mail Merged Packages on Pallets	M920	F319
52.	Standard Mail 5% Threshold Merged Packages on Pallets	M930	F320
53.	Standard Mail 5% Threshold Merged Packages on Pallets	M940	F321
54.	Standard Mail Auto Letters	M810	F322
55.	Standard Mail Enhanced Carrier Route Letters – ELOT	M620	F323

Note: Process any applicable prerequisite test or required test only once.

General Testing Instructions

To achieve PAVE certification, the following instructions, guidelines, and parameters must be followed explicitly:

Many presort categories require successful completion of multiple tests to achieve certification. If you choose to test in more than one scenario, the required tests only need to be processed once. Below is the testing structure for Cycle F. The prerequisite tests F010 through F025 are mandatory **only for products that are not currently PAVE certified.**

Certain tests require additional tests to also be taken. These additional required tests can be found on the Parameter Report in Appendix D.

File F010 – *only for products not PAVE certified in Cycle E*
A prerequisite test, for certification in any First-Class Mail presort category along with any applicable First-Class test(s) (F101-F108) of your choice. (If you choose to take more than one First-Class Mail test, process File F010 only once).

File F011, F012, F013 – *only for products not PAVE certified in Cycle E*
Prerequisite tests for certification of First-Class Co-trayed Flats (M910)

File F020 – *only for products not PAVE certified in Cycle E*
A prerequisite test, for certification in any Standard Mail presort category along with any applicable Standard Mail test(s) (E301 – E323) of your choice. (If you choose to take more than one Standard Mail test, process File F021 only once).

File F021 – *only for products not PAVE certified in Cycle E*
A prerequisite test for certification in any Standard Mail flats presort category along with any applicable Standard Mail flats test(s) of your choice. (If you choose to take more than one Standard Mail flats test, process File F021 only once).

File F023, F024, F025 – *only for products not PAVE certified in Cycle E*
Prerequisite tests for certification of Standard Mail Co-Sacked Flats (M910)

Files F101 - F108
First-Class Mail tests including automation, presorted, machinable, and co-trayed presort categories. Tests will cover a variety of processing categories including letters, flats, and parcels. Also included is the optional preparation for tray based auto flats.

Files F201– F215
Periodical Mail tests including automation, presorted, and carrier route, and co-sacking presort categories. Tests will cover a variety of processing categories including letters, flats, and packages on pallets. Also included are optional preparations such as package re-allocation, and merging of carrier-route mail in sacks or on pallets.

Files F301-F323
Standard Mail tests including automation, presorted, machinable, irregular, carrier route, and co-sacked presort categories. Tests will cover a variety of processing categories including letters, flats, parcels, and packages on pallets. Also included are optional preparations such as package re-allocation and merging of carrier-route mail in sacks or on pallets.

Each test file commands different logic flows; one test might employ the minimum piece rule, while another could use the maximum and minimum pound rules. Each presort scenario is supplied with specific parameters and requirements. Please refer to Appendix D – Presort Parameters for a complete description of each test file. If your product cannot comply with any particular requirement as it is defined, you are **required** to notify the PAVE Department at the NCSC before processing the file. An exception may be granted ONLY if the PAVE Department is contacted in advance and determines that a substituted value will not compromise the integrity of the test.

For the purposes of PAVE testing, The PAVE department will provide all developers with a data set including all pertinent files used to create the address file test. These files include the appropriate Labeling Lists, AMS II data, city-state file, and applicable zone charts. ALL tests processed by your software MUST utilize the data files provided. Failure to do so may result in test errors.

Documentation

Required Hard Copy Output

An integral requirement of the PAVE certification process is the manual review of hard copy documentation. This review is performed for both Gold and Standard testing. After processing the presort scenario, ALL developers must return an USPS Qualification Report.

As an added benefit of the PAVE program, the PAVE department will also examine any additional presort documentation generated by the software, as well as container labels, and computer-generated facsimiles.

To determine which, if any, of the additional documentation is necessary for any given test, consult the specific cover sheet provided by PAVE for the test.

HARDCOPY OUTPUT	REQUIRED
USPS Qualification Report	Each Test
Job Setup Parameter Report (JSP)	Each Test IF the report follows the required format found on page 16
PAVE Cover Sheet	ONLY if no JSP is provided
Completed Postage Statement Facsimile	ONLY If produced by software AND indicated as necessary on the PAVE cover sheet
Barcoded Tray and Sack Tags	ONLY If produced by software AND indicated as necessary on the PAVE cover sheet
Non-Barcoded Tray and Sack Tags	ONLY If produced by software AND indicated as necessary on the PAVE cover sheet
Additional User Documentation	ONLY If produced by software AND indicated as necessary on the PAVE cover sheet

PAVE Cover Sheet

Each test ordered includes an individualized cover sheet. See appendix C for an example of the cover sheet. The cover sheet indicates any necessary optional processes (electronic and/or hard copy testing) and/or documentation requirements (hard copy testing) for that specific test. The parameter section lists the parameters of the piece used for the test. If the developer uses these parameters **exactly**, indicate this by checking the boxes beside the measurement used in the space provided. If the parameters are not used exactly, the developer must provide the measurements used. Additional parameters are needed for accurate grading. The developer must fill in all remaining information. It is crucial to the process to have the cover sheet completed in full.
The cover sheet also includes vital information concerning your company and product. This information will be reported directly on the PAVE Certified Software List. When certification is

awarded. You are responsible for confirming the accuracy of your listing on each cover sheet. It is imperative that you review each listing carefully.

Job Setup Parameter Report
Presort products that produce a Job Setup Parameter (JSP) report are exempt from returning the completed PAVE Cover Sheet IF the following components are included, and easily identified, in the JSP:

- Class of mail, DMM reference
- Mailpiece height, length, thickness, and weight
- Container type
- Max pieces per container
- Entry point
- Product name and version number
- Total Pieces Processed
- Full Tray Default Setting
- Full Tray Default set by
- Maximum Package Width

Attach the JSP or cover sheet to your hard copy results, and return it with the other required hard copy output for each test.

Remember that upon successful completion of product testing, the information on the cover sheet will be used for your listing on the *PAVE Certified Software Lis*t. Regardless if the presort product supports the JSP format or utilizes the PAVE cover sheet – the developer is responsible for confirming all company and product information.

Postage Statement Facsimile
PAVE reviews all computer-generated postage statement facsimiles for form and content. Developers must submit hard copy facsimiles when indicated by the PAVE Cover Sheet (*Do not submit with electronic test*).

For the purpose of PAVE certification, each PS Form facsimile is required to have “Facsimile” on the bottom of each page next to the form number. Developers are also **required to include the product name and version number on each facsimile.**

Within Cycle F, the PAVE Certification process will include the verification of postage calculations on any and all submitted postage statement facsimiles. Consult DMM P013 for guidelines to these computations.

Tray and Sack Labels
The PAVE certification process includes analysis of both barcoded and non-barcoded tray and sack labels. If your presort product produces tray and sack labels, they should be returned when indicated by the PAVE Cover Sheet with any other required documentation for review. The PAVE Department will examine labels for correct usage of labeling list tables and formatting of line 1 (destination), line 2 (contents), and line 3 (office of mailing or mailer information) based on DMM M031and DMM M032 standards.
Barcoded labels will be forwarded to the Barcode Certification Department for analysis of the Interleaved 2/5 Barcode. Barcode scanners and microscopic equipment will be used to analyze and

verify the point size of alphanumerics, bar height, and bar width according to DMM M032. A compliance report will be provided to you, and all products that properly produce barcoded labels will be indicated on the *PAVE Certified Software List*

Standardized Documentation

Standardized documentation (i.e., USPS Qualification Report) must meet the USPS standards set forth in DMM P012. The following is a brief description of the requirements of the USPS Qualification Report and steps for preparing the report. Numbers 1-8 describe the header information required on the top of each page of the standardized documentation.. The sample on page ? shows an example of a qualification report for First Class Automation Letters (M810). For additional samples, go to ribbs.usps.gov, select PAVE on the left hand side, select Publications on the right under the PAVE logo.

1. **Report:** USPS Qualification Report (Only acceptable name for the report)
2. **Entry:** Memphis TN 38115 (5-digit ZIP Code where your mail is being entered)
3. **Sort:** First-Class, DMM M810 (Presort category and DMM reference)
4. **Mailer:** Gump's Mailing Service (Name of the mailer)
5. **Mail ID:** 12345ABC (Job ID applicable to the mailer)
6. **Date:** 10/29/96 (Date that the mailing is deposited)
7. **Page:** 1 (Each page is required to be numbered sequentially)
8. **Product and Version Number:** FASTsort v1.2 (Required)

Under the heading of the report, information that will be needed to verify your mail is listed in columns.

9. **Tray/Sack #** (Numbers the containers for verification)
10. **Tray Size** (Applicable to letter trays only; indicate 1' or 2' for MM trays and 'E' for EMM trays)
11. **Tray Level** (Informs acceptance clerk of contents of the container; may be found in DMM P012)
12. **Tray ZIP** (Container destination, according to the labeling list)
13. **Group Dest.** (Groups within the container)
14. **Rates** (Actual names of the rate level or corresponding abbreviations can be found in DMM P012.) Codes that inform the clerk of the rate claimed within the container: CB (Carrier Route Barcoded), 5B (5-digit Bar-coded), 3B (3-digit Barcoded), AA (AADC Automated), AM (AADC Mixed)
15. **Running Total** (Total number of pieces added by containers)
16. **Totals** (Total pieces by rate; must equal running total)
17. **Rate Summary** (Lists each rate category and total pieces claimed at each rate—total must equal the grand total of your running total).

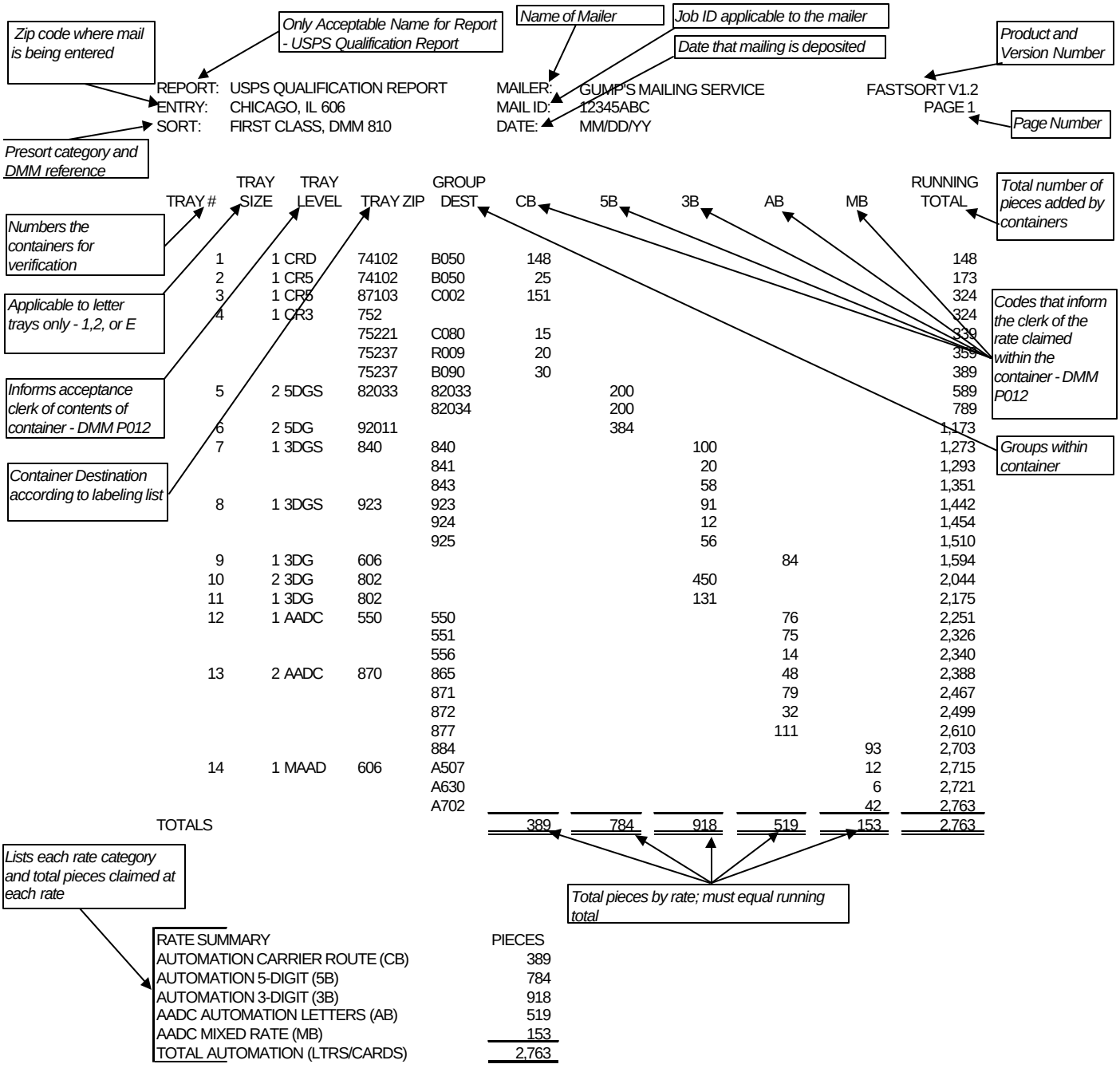
Per DMM P012.2.2c(7), information may be reported in either of the following formats:

1) (*PAVE Preferred*) Container sortation level and by ZIP code destination within each container or
2) ZIP Code destination and, within each ZIP Code, by container sortation level.

Whichever format is selected by the developer, the reporting of the mail pieces must be consistent. If reporting containers by ZIP Code destination within sortation level – the pieces within the containers should be also reported by ZIP Code destination within sortation level. For example, an ADC tray may hold 5-digit, 3-digit and ADC packages. Within that tray, the 5-digit packages would be reported in ZIP Code sequence, followed by the 3-digit packages (in sequence) and, finally, the ADC package(s).

Standardized Documentation Sample

For First-Class Mail Automation - Letters/Cards, DMMM810



TRAY #	TRAY SIZE	TRAY LEVEL	TRAY ZIP	GROUP DEST	CB	5B	3B	AB	MB	RUNNING TOTAL
1	1	CRD	74102	B050	148					148
2	1	CR5	74102	B050	25					173
3	1	CR5	87103	C002	151					324
4	1	CR3	752							324
			75221	C080	15					339
			75237	R009	20					359
			75237	B090	30					389
5	2	5DGS	82033	82033		200				589
				82034		200				789
6	2	5DG	92011			384				1,173
7	1	3DGS	840	840			100			1,273
				841			20			1,293
				843			58			1,351
8	1	3DGS	923	923			91			1,442
				924			12			1,454
				925			56			1,510
9	1	3DG	606					84		1,594
10	2	3DG	802				450			2,044
11	1	3DG	802				131			2,175
12	1	AADC	550	550				76		2,251
				551				75		2,326
				556				14		2,340
13	2	AADC	870	865				48		2,388
				871				79		2,467
				872				32		2,499
				877				111		2,610
				884					93	2,703
14	1	MAAD	606	A507					12	2,715
				A630					6	2,721
				A702					42	2,763
TOTALS					389	784	918	519	153	2,763

RATE SUMMARY	PIECES
AUTOMATION CARRIER ROUTE (CB)	389
AUTOMATION 5-DIGIT (5B)	784
AUTOMATION 3-DIGIT (3B)	918
AADC AUTOMATION LETTERS (AB)	519
AADC MIXED RATE (MB)	153
TOTAL AUTOMATION (LTRS/CARDS)	2,763

* Report tray number and tray size if information is available.

** In Group Dest column, report each separate group within a tray level, including carrier routes, 3- and 5-digits, or AADCs.

Periodical Standardized Documentation
In addition to the above required components, standardized documentation for Periodical Mail must also include the following:

- Publication title and number must appear in header of first page
- A "copies" column must appear if Firm packaging is utilized
- A "zone" column must appear on all periodical standardized documentation

Summary Reporting
For Periodicals, a summary of the total number of copies mailed to each zone is included at the end of the documentation. This summary is not required if the presort software produces a PAVE-certified postage statement, but PAVE does encourage the use of this summary for all periodicals mailings. A similar report, the Detailed Zone Listing for Periodicals, is required by P012.3.0 to support the presorted mailing and is to be maintained by the mailer but is not a required part of Standardized Documentation. Therefore, the Detailed Zone Listing is not normally reviewed for PAVE certification. However, if the developer wants this listing reflected as an available option on the PAVE Certified Developers Listing, it must be submitted for evaluation during the certification process. The Detailed Zone Listing reports number of copies mailed to each 3-digit ZIP Code destination. Examples of these summary listings are shown below:

Table 2 – Zone Summary Report

Sample Zone Summary Report
(P012.2.2(e))
(not required if presort software produces a PAVE-certified Postage Statement)

Zone	Copies
ICD	432
IC	215
DDU	435
DADC	13
SCF	86
1&2	120
3	33
4	120
5	56
6	42
7	0
8	0
M	48
Total Copies:	1,600

Table 3 – Detailed Zone Listing

Sample Detailed Zone Listing for Periodicals (P012.3.0)

3-digit	ICD	IC	DDU	SCF	1&2	3	4	5	6	7	8	Totals
015			215			33						248
120	432			86	70							836
124		215			50							1,101
214			220									1,321
455							120					1,441
690								56				1,497
814									42			1,539
932										35		1,574
950											13	1,587
Zone Totals:	432	215	435	86	120	33	120	56	42	35	13	1,587

Standardized Documentation – Pallets

Only one Rate Summary Report per "mailing job" is necessary for mailings of packages on pallets. Separate Qualification Reports can be submitted for the resulting pallets and sacks that are created during processing of the mailing and Qualification Reports can be separated by entry points for PVDS mailings but only one consolidated rate summary is required. This summary should appear after the last logical pallet of the detail portion of the USPS Qualification Report.

Package Preparation

The basic standards for preparation of packages is contained in DMM M020. An individual package is prepared whenever the number of mailpieces for a presort destination meets the minimum volume standards for the rate claimed.

For nonletter Periodicals, low-volume packages may be prepared that contain fewer than the minimum volume required but such packages can only be claimed at basic rates when there are no previously prepared qualifying packages to the same destination.

Firm Package Reporting

A firm package is two or more copies for the same address placed in one physical package creating one mailpiece for delivery. Firm packages are used in Presorted Periodical mailings only. Each physical firm package must be claimed as a single piece for postage rate calculation purposes. It must be accompanied by, and physically separate from, five other Presorted pieces packaged to the same destination to satisfy a six-piece package requirement, regardless of the number of copies in the firm package.

Standardized Documentation – Reporting Routine for Containers/Groups/Packages

The Domestic Mail Manual section P012.2.2.c.7 describes two distinctly different reporting routines for the sortation order of containers and for packages/groups as well:

A. report information either in ZIP Code order and by sortation level OR
B. by sortation level and within each sortation level, by ZIP Code.

Whichever reporting routine is chosen for the container level, it must be adhered to for all containers throughout the USPS Qualification report. Likewise, whichever reporting routine is chosen for the package/group level, it also must be adhered to for all package/groups throughout the USPS Qualification report. Maintaining consistency throughout the documentation is vital to the acceptance process as well as your PAVE evaluation.

DMM also reflects two different ways of reporting origin SCF containers. In sections M130 and M200, for example, the origin/optional entry 3-digit tray preparation is addressed within (as part of) the 3-digit sortation level. Under section M610, the origin 3-digit tray is listed as a distinctly separate sortation level prepared and reported between the 3-digit and ADC sortation levels. Either way of reporting these origin/optional entry pieces has been, and will continue to be, acceptable but consistency within the mailing is necessary.

Within the M900 presorts, the sequencing of rate columns across the heading of the Qualification Reports allows two different options. One option is to sequence the rate columns by rate category (carrier route rates, automation rates, presorted rates) and another technique is to sequence them by sortation level (Carrier Route Rate codes, 5-digit and 3-digit or 3/5 rate codes, AADC rate, and mixed rate).

Below is a list of PAVE preferred guidelines for standardized documentation. Adherence to these standards is NOT mandatory. The provisions and rules contained within the DMM **remain** the ruling guidelines that determine if a software product achieves PAVE certification.

The minimum *PAVE Preferred* guidelines for standardized documentation are:

1) Containers are separated and reported by sortation level sequence and by ZIP Code destination within sortation level
2) Where applicable, packages within containers are also reported by sortation level sequence and by destination ZIP Code sequence within sortation level
3) To ensure packages to the same destination are sequenced and reported together within a co-trayed or co-sacked mailing, the preferred sequencing of the rate code column headings on a Qualification Report is by sortation level: Carrier Route Rates – 5-digit rates – 3-digit rates – etc.

PAVE Electronic Format

PAVE HEADER RECORD FILE FORMAT

Cycle F PAVE Header Record						
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	New
1	Copyright Symbol	7	1	7	(C) USPS	
2	Filler	1	8	8		
3	Test File Creation Year	4	9	12	1998	
4	Test File Creation Month	2	13	14	08	
5	Test File Creation Day	2	15	16	11	
6	Filler	1	17	17		
7	AMS II Epoch Year/Month	4	18	21	9808	
8	Filler	1	22	22		
9	Total Number of Records in Deck	7	23	29	0032477	
10	Filler	10	30	39		
11	I.D. Key (Standard Testing Set)	3	40	42	AB	
12	I.D. Key (Cycle/Test Number)	4	43	46	F104	
13	Filler	1	47	47		
14	Test File Creation Time	11	48	58	11:27:13.45	
15	Filler	3	59	61		
16	Entry State and County Number	5	62	66		
17	Filler	1	67	67		
18	Piece Weight (99V9999)	6	68	73	006250	
19	Filler	1	74	74		
20	Piece Length(999v9999)	7	75	81	0103750	
21	Filler	1	82	82		
22	Piece Height(99v9999)	6	83	88	061875	
23	Filler	1	89	89		
24	Piece Thickness (99V9999)	6	90	95	000425	
25	Filler	1	96	96		
26	Default Entry Point Zip Code	5	97	101	44104	
27	Filler	1	102	102		
28	Year Developer Processed File	4	103	106	1998	
29	Month Developer Processed File	2	107	108	08	
30	Day Developer Processed File	2	109	110	20	
31	Filler	1	111	111		
32	Advertising Percentage (99V99)	4	112	115	7125	
33	Filler	1	116	116		
34	Container Compression Factor (9v999)	4	117	120	1055	
35	Filler	1	121	121		
36	Non-Standard Surcharge	1	122	122	Y	
37	Filler	1	123	123		
38	AMSII Epoch Developer Processed File	4	124	127	9807	
39	Filler	1	128	128		
40	PAVE Use Only	20	129	148		
41	Filler	203	149	351		
42	Presorted Sequence Number	7	352	358	0000001	
43	Carriage Return/Line Feed	2	359	360		

Data Element Definitions: Header Record – Provided by PAVE

Copyright Header Record - The first record in each presort scenario file is a copyright record. The PAVE Department, upon file creation, supplies fields 1 through 17. If Gold certification for a product is desired, the developer populates fields 18 through 43 before the electronic test file is returned to the NCSC. This file should be returned in the order in which the software has presorted it. The Copyright Header Record **must** be returned as the first record in the file or the electronic grading module will not be able to grade the file successfully. Send only the electronic file(s) and a copy of the PAVE Cover Sheet or the Job Setup Parameter report (see page 16-17). The PAVE Department will alert the developer when to submit all applicable hard copy documentation for the test file(s).

Note: The appended test files must be given the same names as the originals. (See "Naming of Files", page 7).

If the developer is attempting Standard certification for a product, the test file is processed and all applicable hard copy facsimiles, reports, and documentation are sent to the NCSC (see "Required Hard Copy Output," page 15). The record's components are illustrated on Page 23.

Data Element Definitions: Header Record - Provided by Developer

All of the following fields are supplied by the developer. ******IMPORTANT****** The alpha fields must be left-justified and padded to the right with spaces, and the numeric fields must be right-justified and padded to the left with zeros.

PIECE WEIGHT - The Piece Weight field contains the weight of each piece in pounds.

COBOL Picture: 99v9999
Possible Values: Numeric, right justified
Examples: 000425 001523
Comments: The first two numbers in this field represent whole pounds; the last four represent decimals of a pound. This field will contain the applicable value for the particular presort test scenario you are processing. For example, if you are processing File 204, you would fill Field 16 with a piece weight of 00.188 pounds based on "Presort Parameters" (see Appendix B).

PIECE LENGTH - The Piece Length field contains the length of each piece in inches.

COBOL Picture: 999v9999
Possible Values: Numeric, right justified
Examples: 01040625 1051250 0000000
Comments: The first three numbers in this field represent whole inches; the last four represent decimals of an inch. This field will contain the applicable value for the particular presort test scenario you are processing. For example, if you are processing File 204, you would fill Field 18 with a piece length of 11.000 inches based on "Presort Parameters" (see Appendix B).

PIECE HEIGHT - The Piece Height field contains the height of each piece in inches.

COBOL Picture: 99v9999
Possible Values: Numeric, right justified
Examples: 000625 001250 035000
Comments: The first two numbers in this field represent whole inches; the last four represent decimals of an inch. This field will contain the applicable value for the particular presort test scenario you are processing. For example, if you are processing File 204, you would fill Field 20 with a piece height of 7.95 inches based on "Presort Parameters" (see Appendix B).

PIECE THICKNESS - The Piece Thickness field contains the thickness of each piece in inches.
COBOL Picture: 99v9999
Possible Values: Numeric, right-justified
Examples: 000625 000125 000000
Comments: The first two numbers represent whole inches, while the last four represent decimals of an inch. This field will contain the applicable value for the particular presort test scenario you are processing. For example, if you are processing File 204, you would fill Field 22 with a piece thickness of 0.250 inches based on "Presort Parameters" (see Appendix B).

DEFAULT ENTRY POINT ZIP CODE - The Default Entry Point ZIP Code field will always contain spaces for multiple entry presorts, but for single entry presorts, it will contain the default entry ZIP Code for the entire mailing.
COBOL Picture: 9(05).
Possible Values: Numeric, right justified
Examples: 74523 38119 44103 00000
Comments: This field will contain the applicable value for the particular presort test scenario you are processing. For example. if you are processing File 204, you would fill Field 24 with the ZIP Code of the point of entry listed in "Presort Parameters" (see Appendix B).

YEAR, MONTH, AND DAY DEVELOPER PROCESSED FILE -These fields contain the latest date that you processed the test with your software.
COBOL Picture: 9(08) — Year 9(04), Month 9(02), Day 9(02)
Possible Values: Numeric, right justified
Examples: 19970823 19971225 19980624
Comments: The format of these fields will be a 4-digit year, followed by a 2-digit month, followed by a 2-digit day (i.e., YYYYMMDD).

ADVERTISING PERCENTAGE -This field contains the percentage of advertising in each piece (Periodicals only). Leave all other classes blank.
COBOL Picture: 99v99
Possible Values: Numeric, right justified
Examples: 0650 1023 0000
Comments: The first two digits of this field represent whole percentage points, and the last two represent decimals of a percent. The field will contain the applicable value for the particular presort test scenario that you are processing. For example, if you are processing File 206, you would fill Field 30 with an advertising percentage of 42.14 based on "Presort Parameters" (see Appendix B).

CONTAINER COMPRESSION FACTOR -The Container Compression Factor field contains a compression factor that may be used to override the number of pieces per container, which is usually

set by dividing the length of a tray by the thickness of each piece. For instance, if you use a compression factor of 1.07, then you will be permitted to “overfill” a container by up to 107 percent. The lowest compression factor allowed is 1.00 (no compression) and the highest is 1.10 (10 percent compression).

COBOL Picture: 9v999
Possible Values: Numeric in the range of 1000 to 1100
Examples: 1000 1052 1077 1100
Comments: The first digit in this field is the integer of the compression factor, and the last three are the decimal portion of the value. The rules governing the minimum number of pieces that must be in a container do not apply to this field.

NON-STANDARD SURCHARGE - The Non-Standard Surcharge field is used to indicate whether or not your software will assign a non-standard surcharge to the pieces in this mailing.

COBOL Picture: x(01).
Possible Value: Alphabetic (Y or N)
Examples: Y N
Comments: You must enter a “Y” or “N” in this field.

AMS II EPOCH DEVELOPER-PROCESSED FILE -This field is used to show the epoch (or date) of the City State Product, Delivery Statistics Product, and Module L Labeling List files used to process this file, which allows us to grade your results using the same files used to process the test. In this manner, we can prevent false errors that could occur due to differences in files. In Cycle F the PAVE Department will provide a “Freeze” file posted with the test file sets at RIBBS with all applicable data to be used for the purpose of testing only. Only the date of the “Freeze” file data provide by PAVE will be accepted in this instance.

COBOL Picture: 9(04).
Possible Values: Numeric (0001–9912)
Examples: 9803 9912 0211
Comments: This field must be formatted YYMM, i.e., the first two digits must be the year and the second two must be the release month of the PAVE provided freeze file that includes the City/State Product, Delivery Statistics Product, Module L Labeling List Files, and Module M CIN table. In the examples above, 9803 represents March 1998, 9912 represents December 1999, etc.

PRESORTED SEQUENCE NUMBER - This field consists of a simple sequence number that is applied to the field after it has been presorted. The PAVE Department will refer to these line numbers when discussing electronic grading results with developers. This number should start with 0000001 in the header record.

COBOL Picture: 9(07)
Possible Values: Numeric
Examples: 00
9321 0027116

PAVE NAME/ADDRESS RECORD FILE FORMAT

Cycle F PAVE Name/Address Record						
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	New
1	Sequence Number	7	1	7	000451	
2	Firm or Resident	30	8	37	STAR FLEET ACADEMY	
3	Delivery Address	30	38	67	PO BOX 2197	
4	City Name	28	68	95	WORCESTER	
5	State Code	2	96	97	MA	
6	ZIP Code	5	98	102	01601	
7	ZIP+4 Add On	4	103	106	1263	
8	Delivery Point	2	107	108	97	
9	Carrier Route	4	109	112	B001	
10	LOT Sequence Number	4	113	116	4376	
11	LOT Ascending/Descending	1	117	117	D	
12	Walk Sequence Number	5	118	122	42885	
13	Business/Residential Flag	1	123	123	B	
14	Piece Entry State/County Number	5	124	128		
15	Piece Entry Point ZIP Code	5	129	133	01601	
16	Pallet ID Answer	6	134	139	000001	
17	Pallet Labeling List answer	5	140	144	L002A	
18	Pallet Line 1 Label Answer	43	145	187	WORCESTER MA 016	
19	Pallet Sortation Level	4	188	191	3DG	
20	Container ID Answer	6	192	197	000001	
21	Container Labeling List Answer	5	198	202	L002B	
22	Container Line 1 Label Answer	43	203	245	WORCESTER MA 01601	
23	Container Type Answer	2	246	247	T	
24	Container Sortation Level Answer	4	248	251	5DG	
25	Container Destination Facility ZIP Code	5	252	256	01601	
26	CIN Code	3	257	259	551	
27	Tray Processing Code	2	260	261	07	
28	CIN Verbiage	30	262	291	STD LTRS 5DG NON OCR	
29	Package ID Answer	6	292	297	000001	
30	Package Sortation Level Answer	4	298	301	5DG	
31	Package Destination Answer	5	302	306	01601	
32	Rate Code Answer	7	307	313	PRESORT	
33	Zone Answer	3	314	316	3	
34	Destination Entry Answer	1	317	317	B	
35	Mail Stream Split Indicator	2	318	319	AB	
36	Optional Endorsement Line	30	320	349	5-DIGIT 01601	
37	Filler	2	350	351		
38	Presorted Sequence Number	7	352	358	0002343	
39	Carriage Return/Line Feed	2	359	360		

Test Name/Address Record

The address records in PAVE test files contain elements applicable to one of two groups: 1) input elements comprising the actual test address records and 2) product-supplied answer elements (if attempting Gold certification). Each test address record may or may not include all the address elements necessary to qualify for the particular presort category for which the product is being tested. The test file must not be processed through any address-matching process prior to presort processing because doing so will skew the final results. For address records that do not contain all the necessary address elements to qualify for a particular presort category, either fill the answer fields with spaces or process the pieces for another presort category for which they do qualify.

The illustration on page 27 contains the address record layout of the test file. Fields 1–14 contain input elements. For Gold certification, the presort product must supply the necessary answer elements in fields 15–39 where applicable.

If the developer is attempting Gold certification for a product, he or she processes the test file and populates the developer-supplied fields on page 27 before sending the electronic test file to the NCSC. No hard copy is returned until requested by the PAVE Department.
Note: This file should be returned to the NCSC in the order in which the software presorted it, with the header record as the first record.

If the developer is attempting Standard certification for a product, the developer processes the test file and sends all applicable hard copy facsimiles, reports, and documentation to the NCSC (see "Required Hard Copy Output," page 15).

SEQUENCE NUMBER - Each address record has a 7-digit sequence number assigned by the PAVE system and used for identifying specific test records.

COBOL Picture: 9(07)
Possible Values: Numeric, right-justified, zero-filled
Example: 0026897 1364787 0000954

FIRM OR RECIPIENT - The Firm or Recipient field contains fictitious names of individuals, companies, shopping centers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe

DELIVERY ADDRESS - The Delivery Address field contains fictitious street names, post office numbers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe

CITY NAME - The City Name field provides the name of the city, town, place, or other name by which the 5-digit ZIP Code associated with the test address is officially known.

COBOL Picture: X(28)
Possible Values: Alphanumeric, left-justified
Examples: TUSCUMBIA ROSWELL LEAVENWORTH

STATE CODE - The State Code field is the standard state or US territory abbreviation found in the following publications: *ZIP+4 Technical Guid*e; Publication 28, *Postal Addressing Standard*s; and the appendix of Publication 65, *National ZIP+4 Code and Post Office Directo*ry.

COBOL Picture: X(02)
Possible Values: Alphabetic
Examples: AL NM KS

ZIP CODE - Each record has a 5-digit ZIP Code that represents an area within a state, an area that crosses state boundaries (unusual condition), a single building, or a company that has a very high mail volume. The 5-digit ZIP Code is assigned by City State Product. ZIP is an acronym for Zone Improvement Plan.

COBOL Picture: 9(05)
Possible Values: Numeric, right-justified
Examples: 38188 20268 92045

ZIP+4 ADD-ON - Most, but not all, test records will be supplied a fictitious 4-digit add-on code assigned to the address.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 38188-**0001** 20268-**9998** 92045-**6217**
Comments: This field is provided by the PAVE system. However, under certain presort scenarios this field may be left blank for certain address records. This allows various records to have only a 5-digit ZIP Code, while others have a 5- digit ZIP Code with a ZIP+4 add-on. As a result, those address records having complete 5-digit ZIP Codes with an add-on are considered capable of producing delivery point barcodes; however, records containing only numeric 5-digit ZIP Codes cannot produce barcodes.

DELIVERY POINT -The Delivery Point field contains the delivery point from the fictitious street address.

COBOL Picture: 9(02)
Possible Values: Numeric
Examples: 66 21 78

CARRIER ROUTE - Various records may have an actual 4-digit carrier route identification number associated with the input ZIP Code and assigned by the PAVE system from Delivery Statistics Product. Do not perform address matching on any PAVE file.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces
Examples: B001 H002 C003 R004

ELOT SEQUENCE NUMBER - The enhanced line of travel (ELOT) number indicates the order in which each add-on code is delivered within a carrier route.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 0001 0002 0003
Comments: This field is provided by the PAVE system and, under most presort scenarios, is left blank. However, in many of the Carrier Route test scenarios, the ELOT sequence number and the ELOT ascending/descending code will be given.

ELOT ASCENDING/DESCENDING DESIGNATOR - The enhanced line of travel (ELOT) ascending/descending code for an add-on code indicates whether delivery is made to each delivery point in ascending or descending order. The ELOT number indicates the order of delivery for each add-on code within a carrier route.

COBOL Picture: X(01)
Possible Values: Alphabetic or spaces
Examples: A D
Comments: This field is provided by the PAVE system and, under most presort scenarios, left blank. However, under Carrier Route test scenarios, the ELOT sequence number along with the ELOT ascending/descending code will be given.

WALK SEQUENCE NUMBER - The walk sequence number indicates the sequential order in which each delivery is made within a carrier route.

COBOL Picture: X(05)
Possible Values: Alphanumeric
Examples: 00001 00125 00568
Comments: This field is provided by the PAVE system and, under most presort scenarios, is left blank. However, in many of the Carrier Route test scenarios, the walk sequence number will be given. For these tests, sufficient address records will be given to various carrier routes that will qualify for either the ECR Basic, ECR High-Density, or the Walk Saturation rate. It is up to your presort software to determine which addresses qualify for these rates based on the address elements given.

BUSINESS/RESIDENTIAL FLAG CODE -This field contains a business or residential flag code for Standard Mail Enhanced Carrier Route mailings. Use of this code will enable you to accrue residential and business piece totals within a carrier route.

COBOL Picture: X(01)
Possible Values: B, R, or spaces
Comments: This field is provided by the PAVE system and, under most presort scenarios, is left blank. However, under the Standard Mail Enhanced Carrier Route test scenarios, this flag will be set.

PIECE ENTRY POINT ZIP CODE - The Piece Entry Point ZIP Code field must contain the destination entry ZIP Code for multiple-entry mailings. It will be filled with spaces for single-entry mailings, but must contain the ZIP Code of the destination entry for this piece in multiple mailings.

COBOL Picture: X(05)
Possible Values: All numbers or all spaces
Examples: 44104 spaces 94116
Comments: If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, then this field should be filled with a space.

PALLET ID - The Pallet ID answer field must contain the ID number of the pallet assigned to the address record.

COBOL Picture: 9(06)
Possible Values: Numeric, right-justified, zero-filled
Examples: 000332 000001 223154
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be filled with zeros. Otherwise, this field must contain a pallet ID number if the record is a part of a palletized mailing. In addition, each pallet number must be unique, e.g., there cannot be more than one pallet number 12 in the mailing.

PALLET LABELING LIST - This field must contain the correct labeling list and list column, when applicable, assigned to the address record. Do no use the USPS electronic labeling list names (e.g., L004B). Instead, use the generic DMM name (e.g., L004).

COBOL Picture: X(05)
Possible Values: Alphanumeric or spaces, left-justified
Examples: L002A L003 L801
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be filled with spaces.

PALLET LINE 1 OF LABEL - The first line of a pallet label must contain several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code, and descender from the appropriate DMM Module L Labeling List.

COBOL Picture: X(43)
Possible Values: Alphanumeric, left-justified
Examples: AADC SACRAMENTO CA 956 BMC PHIL PA 19205 005
TRENTON NJ 085 SCF PORTLAND OR 970
Comments: This is a test of content rather than form. The spacing between the elements in this field will be ignored, and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, or is not part of the palletized portion of a mailing , then these fields should be filled with spaces.

PALLET SORTATION LEVEL - The Pallet Sortation Level Answer field must contain the designation of the actual sortation level of the container assigned to the address record.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 3DGS MADC SCF PASF
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing , then this field should be filled with spaces. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Sortation Level	Code	Sortation Level	Code
5-digit Carrier Routes	CR5	SCF	SCF
5-digit scheme Carrier Routes	CR5S	Protected SCF	PSCF
5-digit	5DG	ADC	ADC
5-digit scheme	5DGS	Mixed ADC	MADC
Merged 5-digit	M5D	BMC	BMC
Merged 5-digit scheme	M5DS	ASF	ASF
3-digit	3DG	Protected BMC	PBMC
		Protected ASF	PASF
		Metro Pallet	MET

CONTAINER ID - The Container ID answer must contain the ID number of the container assigned to the address record.

COBOL Picture: 9(06)
Possible Values: Numeric, right-justified
Examples: 000333 000001 223154
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be filled with spaces. Otherwise, this field must contain a container ID number if the record is part of a palletized mailing. In addition, each container number must be unique, e.g., there cannot be more than one container number 12 in the mailing.

CONTAINER LABELING LIST - This field must contain the correct labeling list and appropriate column, when applicable, assigned to the address record. Do not use the USPS electronic labeling list names (e.g., L004B). Instead, use generic DMM names (e.g., L004).

COBOL Picture: X(05)
Possible Values: Alphanumeric or spaces, left-justified
Examples: L002A L003 L801
Comments: If the address record is excluded from the presort scenario due to incomplete address elements or qualifies for a container that does not use the labeling list (i.e., 5-digit tray), then this field should be filled with spaces.

CONTAINER LINE 1 OF LABEL - The first line of a container label is comprised of several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code, and descender from the appropriate DMM Module L Labeling List.

COBOL Picture: X(43)
Possible Values: Alphanumeric, left-justified
Examples: AADC SACRAMENTO CA 956 BMC PHIL PA 19205 005
TRENTON NJ 085 SCF PORTLAND OR 970
Comments: This is a test of content rather than form. The spacing between the elements in this field will be ignored, and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces.

CONTAINER TYPE - The Container Type answer field must contain the designation of the type of container assigned to the address record.

COBOL Picture: X(02)
Possible Values: Alphanumeric or spaces
Examples: 1 2 S T P E
Comments: If the address record is excluded from the presort scenario due to incomplete addresselements, then these fields should be filled with spaces. Otherwise, it must contain the appropriate code from the table below. If you are using pallets, you must put a code “P” in the first byte of this field and the “sub” container type in the second byte.

Container Type	Code
One Foot MM Tray	1
Two Foot MM Tray	2
Sacks (Standard Mail and Periodicals flats)	S
Flat Tray (First-Class Mail)	T
Pallets (Standard Mail and Periodicals flats)	P
EMM Tray	E
10lb sack for parcels	s

CONTAINER SORTATION LEVEL - This field must contain the designation of the actual sortation level of the container assigned to the address record.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces, left-justified
Examples: CRD 3DGS MADC SCF
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be filled with spaces. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Sortation Level	Code	Sortation Level	Code
Carrier Route–Direct	CRD	3-digit	3DG
5-digit Carrier Routes	CR5	3-digit Schemes (barcoded letters)	3DGS
5-digit scheme Carrier Routes	CR5S	ADC	ADC
5-digit	5DG	AADC	AADC
5-digit Scheme	5DGS	Mixed ADC	MADC
Merged 5-digit	M5D	Mixed AADC	MAAD
Merged 5-digit Scheme	M5DS	SCF (Periodical sacks)	SCF
3-digit Carrier Routes	CR3		

CONTAINER DESTINATION FACILITY ZIP CODE - This field must contain the 3- or 5-digit ZIP Code destination for this container from the appropriate DMM Module L Labeling List or mailpiece address depending upon the sortation level assigned.

COBOL Picture: X(05)
Possible Values: Alphanumeric, left-justified
Examples: 94117 381 441
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces.

3-DIGIT CONTENT IDENTIFIER NUMBER (CIN CODE) – This field must contain the appropriate CIN code derived from Exhibit 1.3a in DMM, M032.1.3.

COBOL Picture: 9(03)
Possible Values: Numeric
Examples: 487 252 489
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces.

TRAY PROCESSING CODE –This field must contain the tray processing code for all trayed mail including letters in MM or EMM trays and first class flats in flat trays. See DMM, M032.2.4.b for information on the processing code.

COBOL Picture: 9(02)
Possible Values: Numeric
Examples: 01 07
Comments: If the address record is excluded from the presort scenario due to incomplete address elements or is not a trayed mailing, then these fields should be filled with spaces.

CIN VERBIAGE - This field must contain the appropriate verbiage from the Content Identifier Numbers Table in DMM, M032.1.3, Exhibit 1.3a, plus any required suffixes for the CIN used.

COBOL Picture: X(30)
Possible Values: Alphanumeric
Examples: STD LTRS 5D UPGR PER IRREG WSS FCM LTRS BC SCHEME A
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces.

PACKAGE ID - This field must contain the package ID number assigned to the address record.

COBOL Picture: 9(06)
Possible Values: Numeric, right justified
Examples: 00006 00033 00953
Comments:. An ID should only be included in this field if the address record is part of a package created under DMM M020. DO NOT utilize this field for "grouping" information. For presort scenarios that require grouping mail rather than packaging mail, fill the field with zero's. If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces

PACKAGE SORTATION LEVEL - This field must contain package sortation level designation assigned to the address record for all packaged based (DMM M020) mail.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces, left-justified
Examples: CRD 5DG MADC FIRM
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces. Otherwise, the appropriate sortation level from he following table must be assigned to this field if the address record is part of a package created under DMM M020.

Package Sortation Level	Code
Firm	FIRM
Carrier Route	CRD
5-digit	5DG
3-digit	3DG
ADC	ADC
AADC	AADC
Mixed ADC	MADC

PACKAGE DESTINATION - This field must contain the 3- or 5-digit ZIP Code or carrier route destination for this package from the appropriate DMM Module L Labeling List or mailpiece address, depending upon the
sortation level assigned.

COBOL Picture: X(05)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 94116 381 441 C002
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be filled with spaces. For carrier route packages, the destination must reflect the route number (i.e. C001). For all 5dg, 3dg, ADC, AADC, MADC, or MAAD packages, report numerics only (i.e. ADC246 destination would be reported as 246 not A246)

RATE CODE - The Rate Code answer field must contain the postage rate code assigned to the address record.

COBOL Picture: X(07)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 5B 3B 3/5
Comments: Customers seeking PAVE Gold certification must place the correct postage rate code provided by their presort software for the test address record for which it qualifies in the Rate Code Answer field. Use the following table, which is based on DMM P012, to assign the correct rate code to the address record.

Rate Association	Code
Automation Carrier Route (First Class letters/cards) and Carrier Route Basic Automation (Standard Mail letters)	CB
5-digit (First Class letters/cards and flats, Periodicals letters and flats and Standard Mail letters) Automation	5B
3-digit (First Class letters/cards and flats, Periodicals letters and flats and Standard Mail letters) Automation	3B
3/5 (Standard Mail flats) Automation	3/5B
Basic Flats	BB
AADC (First class mail letters/cards, standard mail letters) ADC(First class mail flats) Automation	AB
Mixed AADC (First class mail letters/cards, standard mail letters) Mixed ADC (First class mail flats) Automation	MB
Presorted (First-Class letters/cards, flats, and parcels) resorted Automation	Presort
5-Digit (Periodicals letters, flats, and parcels) Presorted	5D
3-Digit (Periodicals letters, flats, and parcels) Presorted	3D
3/5 (Standard Mail letters, flats, and parcels) Presorted	3/5
Basic (letters/cards and flats) Presorted	BS
Saturation Carrier Route	WS
High Density Carrier Route	HD
Basic Carrier Route	CR
Single Piece Non-Presorted	SP

ZONE - The Zone answer field, which is based on DMM P012, must contain the zone assigned to the address records for all periodicals mailings.

COBOL Picture: X(03)
Possible Values: Alphanumeric or space, left justified
Examples: 1 2 DDU 8
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then these fields should be field with spaces. Use the following table to assign the correct rate code to the address record.

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
1-2 or 1/2	Zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	Zones 3–8 (as applicable)
M	Mixed Zones

DESTINATION ENTRY - The Destination Entry answer field must contain the correct designator of the destination entry discount assigned to the address record (Standard Mail and Periodicals only).

COBOL Picture: X(01)
Possible Values: Alpha or space
Examples: D S B N Space
Comments: If the address record qualifies for one of the destination entry discounts, this field should contain one of the designators in the following table. Otherwise, if the address falls outside of the destination entry area or is excluded from the presort scenario due to incomplete address elements, then this field should be filled with spaces.

Destination Entry	Code
Destination Entry Unit	D
Destination SCF	S
Destination BMC	B
Destination ADC	A
None	space

MAILSTREAM SPLIT - This field must contain a designator assigned to the address record that represents the mailstream/presort category in which the mailpiece is placed. If multiple mailstreams are used for the mailings, use a different alpha designator for each of the mailstreams.

COBOL Picture: X(02)
Possible Values: Alpha or space
Examples: AA AB AC space
Comments: Some of the test scenarios are designed such that various address records will only qualify for a particular presort, while other records within the file may qualify and be sorted to another, “finer” presort. If your presort product has the ability to optimize an address file by splitting it into several presorts to qualify for the overall lowest possible postage, use this field to designate the mailstream/presort category in which the address record is included.

Code	DMM Reference	Class
AA	M810.2.0	First-Class Auto Letters/Cards
AB	M130.3.0	First-Class Presorted Letters/Cards
AC	M130.2.0	First-Class Presorted Machinable Letters/Cards
AD	M820.2.0	First-Class Auto Flats – Package Based Option
AE	M130.4.0	First-Class Presorted Flats
AF	M130.5.0	First-Class Presorted Parcels
AG	M810.2.0	Standard Mail Auto Letters/Cards
AH	M610.3.0	Standard Mail Presorted Letters/Cards
AI	M610.2.0	Standard Mail Presorted Machinable Letters/Cards
AJ	M820.5.0	Standard Mail Auto Flats
AK	M610.4.0	Standard Mail Presorted Flats
AL	M620.3.0	Standard Mail Presorted Enhanced Carrier Route Letters
AM	M620.4.0	Standard Mail Presorted Enhanced Carrier Route Flats
AN	M610.4.0	Standard Mail Irregular Parcels
AO	M045.3.2	Palletization for Standard Mail Flats
AP	M810.3.0	Periodicals Auto Letters
AQ	M210.3.0	Periodicals Presorted Letters
AQ	M220.3.0	Periodicals Carrier Route Letters
AR	M820.4.0	Periodicals Auto Flats
AS	M210.4.0	Periodicals Presorted Flats
AS	M220.4.0	Periodicals Carrier Route Flats
AT	M045.3.1	Palletization for Periodicals Non-Letters
AU	M045.4.0	Standard Mail – SCF Package Reallocation
AV	M045.4.0	Periodicals - SCF Package Reallocation
AW	M910.1.0	First-Class Co-containerized Flats
AX	M920.2.4	Standard Mail Merged Flats - Sacks
AY	M810.2.0	Standard Mail Auto Enhanced Carrier Route
AZ	M045.5.0	Standard Mail Pallets – ASF/BMC Package Reallocation
BA	M920.2.5	Standard Mail Merged Pallets
BB	M930.2.0	Standard Mail Merged Pallets w/5% Threshold
BB	M940.2.0	Standard Mail Merged Pallets w/5% Threshold with City/State
BC	M920.1.5	Periodicals Merged Pallets
BD	M930.1.0	Periodicals Merged Pallets w/5% Threshold
BD	M940.1.0	Periodicals Merged Pallets w/5% Threshold with City/State
BE	M910.3.0	Standard Mail Co-containerized Flats
BF	M920.1.4	Periodicals Merged flats – Sacks
BG	M910.2.0	Periodicals Co-containerized Flats
BH	M820.3.0	First-Class Auto Flats – Tray Based Option
XX		Pieces Not Processed or Processed at Single-Piece Rate

OPTIONAL ENDORSEMENT LINE -This field contains the actual optional endorsement line, if produced.

COBOL Picture: X(30)
Possible Values: Alphanumeric or spaces, left-justified.
Example: CAR-RT SORT**C-001
Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be filled with spaces. If you are not producing an optional endorsement line, this field will be filled with spaces. If you are producing endorsement lines, you must adhere to the DMM M013 standards (except DMM M013.2.3). *For the purpose of PAVE testing, ignore leading asterisks and left-justify the text for this field.*

PRESORTED SEQUENCE NUMBER - This field contains a sequential number that must be applied after the file has been presorted.

COBOL Picture: 9(07)
Possible Values: Numeric, right-justified, padded with zeroes.
Example: 0002234 0012378
Comments: This number should begin with 0000001 in the header record and continue increasing by one until the end of the file is reached.